

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) DOD Combined Child & Youth Programs (10)					3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt					8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CRI)					11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by					Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management											Initials	
b. Department, Agency or Establishment					ED TECH (ASST CYP TRNG SPEC)		NF		1702		3	
c. Second Level Review											Date	
d. First Level Review											10-1-08	
e. Recommended by Supervisor or Initiating Office					ASSISTANT CYP TRAINING SPEC		NF		1702		3	
16. Organizational Title of Position (if different from official title) ASSISTANT CYP TRAINING SPEC					17. Name of Employee (if vacant, specify)							
18. Department, Agency, or Establishment DEPARTMENT OF NAVY					c. Third Subdivision							
a. First Subdivision Commander Navy Installations Command					d. Fourth Subdivision							
b. Second Subdivision					e. Fifth Subdivision							
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee (optional)							
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)							
Signature					Date		G. YOUNG, CNIC CYP					
							Signature					
							10/9/08					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position							
Typed Name and Title of Official Taking Action					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.							
S. N. NEW, PRINCIPAL CLASSIFIER												
Signature					Date							
					10-1-08							
23. Position Review					Initials		Date		Initials		Date	
a. Employee (optional)												
b. Supervisor												
c. Classifier												
24. Remarks												
IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED												
25. Description of Major Duties and Responsibilities (See Attached)												

CYP Assistant Training Specialist NF-1702-03

Introduction

The purpose of the Child and Youth Program (CYP) Assistant Training Specialist position is to assist the CYP Training Specialist in providing and delivering a comprehensive training program to CYP employees and Child Development Home (CDH) providers that supports the professional requirements of their positions and implementing a developmentally appropriate program that fosters the physical, social, emotional, cognitive and language development of children and youth, ages 6 weeks to 18 years. A comprehensive CYP training program directly correlates to the quality of child and youth programs provided.

The incumbent will be assigned to work with the CYP Training Specialist, who determines specific base tasks, provides detailed initial instructions and is available for guidance and advice on all aspects of work to be accomplished.

The incumbent assists the Training Specialist in role modeling, coordinating, and providing training; observing for successful implementation of training; assessing the development of children and youth by direct observation; and providing services that lead to obtaining and/or maintaining accreditation by National Association for the Education of Young Children (NAEYC), National AfterSchool Association (NAA) or National Association for Family Child Care (NAFCC) and adhering to the Boys and Girls Club (BGCA) curriculum. Work is subject to review for adequacy of program accomplishments, effectiveness, and compatibility with other work, and compliance with requirements.

Major Duties and Responsibilities

The duties and responsibilities of the CYP Training Specialist can be grouped into categories, including training, classroom and program support, compliance, and additional responsibilities. Each is described below.

Training

- Assists in the development of a CYP training plan and assists with training when needed.
- Assists with orientation training for new CYP employees and CDH providers.
- Assists in the execution of the Standardized Module Training and completion of orientation, initial, and ongoing annual training.
- Assists in maintaining training records and individual training plans and preparing training status reports.
- Assists in ensuring the completion and documentation of required monthly training. Works with CY Program Assistants to ensure modules are completed.
- Assists in identifying training needs.
- Encourages and supports pursuit of continuing higher education of employees and providers. Provides information about the Child Development Associate (CDA), the Military School-Age Credential (MSA) and higher-level education opportunities. Mentors employees in this effort.

Classroom and Program Support

- Assists in supporting and implementing the required Navy curriculum to be used by CYP (i.e., supports implementation and execution of the Navy standardized curriculum within the Child Development Center (CDC), including assisting CY Program Assistants and Leaders by documenting observations and assessments, evaluating classroom environments, reviewing weekly activity plans, and providing additional training when needed).
- Assists in ensuring the quality and consistency of developmental programming to include environment, equipment, materials, program structure, curriculum, risk management practices, and oversight and coordination of activity schedules and lesson plans.
- Assists in coordinating programming that supports the children and youth's physical, social/emotional, cognitive and language development regardless of setting or length of time in care.
- Completes monthly classroom observations and assists in providing feedback.
- Role models appropriate behaviors and techniques working with children and youth.
- Assists in selecting developmentally appropriate toys, materials and equipment.
- Helps to maintain a resource file library to aid in preparing lesson plans and activity schedules and to assist with training objectives.
- Assists with the development and implementation of parent education and parent participation programs.

Compliance

- Assists with the provision of training to employees to ensure classroom compliance with fire, safety, and sanitation rules and regulations.

Additional Responsibilities

- In the absence of the CYP Training Specialist, incumbent may assume Training Specialist responsibilities and perform duties and requirements of the position under the guidance of the CYP Director with Oversight.
- Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all Department of Navy (DoN) training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - Child Development Associate (CDA), Military School-Age Credential (MSA) or equivalent AND 3 years of experience in the child and/or youth profession.
 - OR
 - A 2-year degree in Youth Development, Child Development or a related field, which can include Recreation, Youth Recreation, Physical Education, Elementary Education, Secondary Education, Early Childhood Education, Psychology, Social Work, Home Economics with an emphasis in Human Development, or other degrees as appropriate AND 2 years of full-time experience working with children and/or youth.

OR

- A four-year degree or higher in these areas and 1 year of full time experience working with children.
- A minimum of a 2-year degree is preferred.
- Possess maturity and judgment and be capable of handling emergency situations.
- Ability to gain the skills needed to provide guidance to employees and providers and possesses an understanding of the interests and motivation of individuals and groups in a CYP environment.
- Ability to assist in training employees on variety of issues to include recognition and identification of childhood illnesses and child abuse, etc.
- Speak, read and write English and possess strong interpersonal communication skills.
- Possess skills to apply Federal and State laws governing the detection and prevention of child abuse and/or neglect.
- Ability to assist in developing curriculum outlines, courses of study and lesson plans/guides.
- Demonstrates organizational skills necessary to assist with program planning.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.
- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. **Supervisory Controls**

Works under the general supervision of the assigned CYP Director with Oversight who defines overall objectives and program goals. Incumbent is expected to operate under the mentorship of the CYP Training Specialist toward overall objectives of the program with minimum supervision. Consults with the Training Specialist and/or CYP Director when unusual situations are encountered. Work is reviewed for compliance with governing regulations, standards and policies and on the basis of the overall effectiveness of operations and patron satisfaction.

Factor 3. **Guidelines**

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAEYC, NAA, NAFCC; BGCA standards and all other applicable instructions and regulations. The incumbent assists in the implementation of program policies, regulations, standards, and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

The variety of programs offered requires the incumbent to assist in conducting a variety of regular training sessions. The success of the CYP requires the incumbent to assist in ongoing assessments of program and employee development as well as child, youth and parental needs. Incumbent assists in working and guiding employees toward achieving/retaining Department of Defense (DoD) Certification and NAEYC, NAA, and NAFCC accreditation and in implementing BGCA programs.

Factor 5. Scope and Effect

The purpose of this position is to assist the Training Specialist to provide and deliver a comprehensive training program to CYP employees and CDH providers that supports the professional requirements of their positions and to implement a developmentally appropriate curriculum/program that fosters the physical, social/emotional, cognitive and language development of children and youth ages 6 weeks to 18 years. The quality of training directly correlates to the quality of the developmental programs for children and youth which in turn directly affects the ability of military parents to complete mission requirements. Quality programming leads to school readiness and supports children and youth in developing skills that will assist them throughout their lifetime, including those challenges specific to military children and youth such as deployment of family members and frequent moves into new communities, schools and programs.

Factor 6. Personal Contacts

Personal contacts are with the Training Specialist, CYP Director(s), employees, children, youth, parents, and CDH providers and base military and civilian personnel.

Factor 7. Purpose of Contacts

Contacts with children, youth and their parents are to determine their needs in order to assist in providing and maintaining a safe, developmentally appropriate CYP. Contacts with employees are to assist in to keeping apprised of goals and objectives and to help mentor, assist and train employees and providers. Contacts with the military community and agencies are to help to coordinate programs and activities.

Factor 8. Physical Demands

The incumbent is required to do considerable walking, standing, bending, stooping, standing, and lifting up to 40 pounds. CYP activities may require incumbent to drive an automobile (to include driving a government vehicle).

Factor 9. Work Environment

The work environment involves everyday risks or discomforts that require normal safety precautions typical of a wide variety of child and youth activities, programs and services, such as

exposure to disease and injuries from lifting. The work area has adequately light, heat and ventilation. May work an uncommon tour of duty to include evening and weekend work to accommodate schedules of employees and providers.